



NOTEWORTHY

Newsletter of the Central Maine Library District

Spring 2003

MaineLibraries
something for everyone



Free Computer Training for Public Library Staff

Heard this slogan? Seen the new logo?
If you haven't yet. . . you will soon, very soon.

To get this awareness campaign rolling, libraries of all kinds throughout Maine are being offered FREE graphic design services to help them participate in the campaign.

The sooner you apply, the sooner you can take part in this new effort to get more people excited about YOUR library. Link to download the application:

<http://www.mainelibraries.com/FREEdesign.pdf>

APPLICATIONS RECEIVED BY MARCH 15, 2003
WILL BE GIVEN PRIORITY.

GUIDELINES FOR APPLYING:

Those applying must be representatives of a library in Maine. This campaign and its services are not limited to any type of library. All libraries, public and private, are welcome and encouraged to participate. Text and photos (if any) will need to be supplied by the applying organization.

Libraries will be granted free design/creative services (that will include the campaign theme "Something for Everyone") on a first-come, first-served basis as well as geographic location. While it is the intention to provide as many libraries as possible with this service, the committee will choose the most appropriate libraries to receive this service (assuming the need outweighs the services available). For further information on the campaign, please visit www.MaineLibraries.com.

Plans are underway to offer free computer training sessions statewide for public library staff. This initiative is made possible by a Gates Foundation grant awarded to the Maine State Library. All public libraries will receive a mailing in early March for classes scheduled to begin in mid-March. Training sessions are planned in Augusta, Bangor, Calais, Portland, Presque Isle, and possibly South Paris. Courses to be offered include Internet Searching, Maine Databases, Library Web Design, Microsoft FrontPage, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Windows, File Management, and Basic Troubleshooting. Workshops are expected to fill quickly, so watch for this mailing and send in your registration early. Information about the training sessions will also be posted to McLibs and on the Maine State Library website at: <http://www.state.me.us/msl>.

Spring Council Meeting "Customer Service"

May 22, 2003

Augusta Civic Center

Registration flyers will be mailed mid-April.

CALENDAR

March 4	SPARK, Skowhegan Public Library [snow date, March 5]
March 12	Public Directors' Round Table, Belgrade [s.d. March 19]
March 18	Capital Area School Librarians, Hodgkins Middle School, Augusta
March 20	CMLD Executive Board, UMA
March 20	Somerset Area Librarians, Skowhegan Public Library 2:30 [s.d. March 27]
March 27	Managing in the 21 st Century, Northport
April 7	Maine Libraries...something for everyone Campaign Kick-off, State Library Atrium
April 10	Reading Round Up
April 24	State Library "Road Show", Gardiner Public Library
May 4	PLD Round Table Breakfast, Panera Bread Cafe, Augusta
May 4, 5, 6	Maine Libraries Conference
May 13	Trustee Forum [tentative], State Library
May 14	Trustee Forum [tentative], Bangor Public Library
May 14	SPARK, Norway Public Library
May 15	Trustee Forum [tentative], Portland
May 22	Spring Council meeting
June 10	Public Library Directors' Institute
June 19-25	ALA, Toronto
October 2	Tri-District Council Meeting, "Train the Trainer", Augusta Civic Center
October 26-28	NELA, Worcester, MA

For updated information on CMLD meetings and programs, visit the web site at www.state.me.us/msl/cmlld

BINDERY SCHEDULE



The Bridgeport Bindery in Agawam, Massachusetts, serves as the bindery for the Maine Regional Library System.

Pickups and deliveries are made on a regular basis at scheduled library sites throughout Maine. Contact the bindery to set up a new account. Telephone 800-223-5083 or <http://www.BNBindery.com/>

CMLD Pick-Up/Delivery Dates:

March 24, April 21, May 19, June 16, July 14, August 11

CMLD Pick-Up/Delivery Sites:

Auburn Public Library
Lewiston Public Library
Maine State Library – Augusta
Waterville Public Library

SPECIAL LIBRARIES CRITERIA

The district offices are occasionally asked about membership in the regional system by organizations that have heard about the SCOOP discount or other benefits of membership. Some of these organizations (e.g., day care centers and nursing homes) may have a collection of books, but not a real library. Lacking specific criteria, the consultants have had difficulty defining "special library" to these applicants and requested that the Maine Library Commission adopt a definition to fill this need. Consequently, at its November 11, 2002 meeting the Commission adopted the following criteria for special libraries membership in the Maine Regional Library System.

"The participating library shall:

1. be a part of an organization or institution that has a legal basis for operation and provides informational resources;
2. have a written mission statement and service objectives;
3. have an established funding base;
4. be authorized to participate by its appropriate administrative authority;
5. have established and posted hours of service;
6. have a fixed location;
7. have a designated staff person or volunteer with some library services training and who is responsible for the library;
8. have an organized collection of information and material accessible for use by its designated clientele and/or the public;
9. agree to the terms and conditions of the Maine Library Commission. This agreement shall include certification by each member library that it meets the minimum eligibility requirements for participation, agrees to participate in interlibrary loan activities within the state in accordance with the National Interlibrary Loan Code for the United States and agrees to provide data on the use of regional and statewide library materials and services."

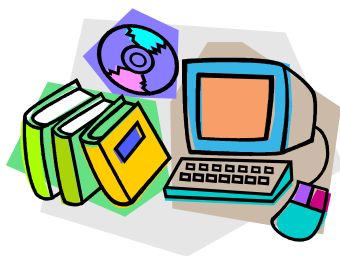
**7th Annual
Public Library Directors' Institute
Tuesday, June 10, 2003
Augusta Civic Center
Maine's Population Trends: Implications for
Public Policy.
Deirdre Mageean, University of Maine
Registration flyers will be mailed in early May.**

SCOOP

SCOOP, a purchasing cooperative of the Maine Regional Library System, affords member* libraries discounts on print and multi-media library materials, supplies, and furniture. The program is administered by a volunteer committee which is in the process of renewing the vendor agreement. The current agreement will expire at the end of June, and a new vendor catalog will be published and mailed to member libraries by the end of May.

- Members of CMLD are listed on the web site at www.state.me.us/msl/cmlld. If your library is not listed and you wish to join (free), please contact the CMLD office (contact information is on the back of this newsletter).

Maine's Online Databases



If you haven't yet explored these free databases, please visit <http://libraries.maine.edu/mainedatabases> and see the world of resources at your fingertips. These databases are made possible by funding from the State Legislature and through cooperative efforts of the Maine State Library, the University of Maine, and the Maine Technical College System. These databases can be accessed free by Maine Libraries and all Maine residents from any computer.

Trustee Handbook Revision

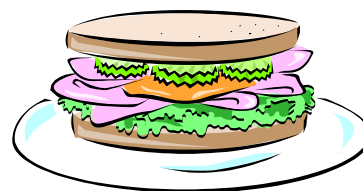
The Maine Library Trustees Association publication, Trustee Handbook is being revised for publication in the spring of 2003. The handbook was first published in 1996. It was written to help library trustees understand their duties and responsibilities. Copies will be available through the Maine State Library Development office at 1-800-322-8899. There will be a nominal fee charged per copy to defray printing expenses.

ANNUAL REPORTS

Each year the Maine State Library requests that public libraries submit an annual report. This year the requests were sent out in mid-January – in paper form to all libraries who submitted paper copies last year and via email to those who submitted their reports electronically last year. The deadline is **April 1, 2003**. If you did not receive yours, or if you have any questions, or if you need any assistance completing the report, contact Felicia Kennedy at 1-800-322-8899, or via email: Felicia.kennedy@maine.gov

Data from these annual reports is sometimes used to justify increased federal funding for statewide library programs. The data which results from the compilation of these reports can also be useful to other Maine librarians. For example, if a librarian wants to compare his library funding with others in towns of a similar size, a customized report can be generated from the data file. Librarians have used these statistics to justify larger libraries, higher salaries, and bigger book budgets.

The Public Library statistics are available at: <http://www.state.me.us/msl/libstats.htm>. Paper copies are also available from the State Library.



B.L.T.'s are not necessarily sandwiches!

“Basic Library Trainings” are PowerPoint workshops currently being developed by the three district consultants. The series is intended to offer introductory workshops to small groups of library staff on various library management topics. The first workshop, “Weeding Library Collections”, is now available for scheduling at libraries that can guarantee a minimum of six attendees. Other BLT topics under development are “Collection Development”, and “Maine Collections”. Contact the CMLD office for details.

Central Maine Library District
Maine State Library
64 State House State Station
Augusta, ME 04333-0064

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PERMIT NO. 177
AUGUSTA, MAINE

Central Maine Library District

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Noteworthy is published by the Central Maine Library District and is mailed free to CMLD member libraries. The Central Maine Library District (CMLD) is one of three districts in the Maine Regional Library System, created by the State Legislature in 1973. The System was formed to promote and improve access to library services for all Maine residents. It operates under the auspices of the Maine State Library. Membership in the Central Maine Library District is voluntary and free to all types of libraries located in its 7-county territory (Androscoggin, Franklin, Lincoln, Kennebec, Oxford, Sagadahoc, and Somerset).

The CMLD office is in the Maine State Library, 64 State House Station, Augusta, ME 04333. (207-287-5620 or 1-800-322-8899)
District Consultant: Bonnie Dwyer. Email: bonnie.dwyer@maine.gov

CMLD Board Voting Members: Kathy Brunjes, Central Maine Medical Center Library; Vaughan Gagne, Wilton Free Public Library; Jo Hipsher, Brunswick High School Library; Jay Hoffman, Katz Library, UMA; Betty Hughes, Patten Free Library, Bath; Glenna Nowell, At-Large; David Olson, Trustee, Wilton and Farmington Public Libraries; Ken Patten, Winthrop High School; Rick Speer, Lewiston Public Library. **Non-voting (Ex-Officio):** Karl Aromaa, Rumford Public Library, Maine Library Commission; Bonnie Dwyer, CMLD Consultant; Linda Lord, Director of Library Development, Maine State Library.